



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
AREA II SUPPORT ACTIVITY
UNIT #15333
APO AP 96205-0533

EANC-SA-D-FD

31 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Area II Support Activity (ASA II), Standing Operating Procedure (SOP) for Child Passenger Safety Inspection Program

1. References.

a. Joint Army Regulation (JAR) 190-5, Motor Vehicle Traffic Supervision, Chapter 5, 8 July 1988.

b. Child Passenger Safety (n.d.). United States Department of Transportation's National Highway Traffic Safety Administration Web Site: <http://www.nhtsa.dot.gov/CPS/index.cfm>

2. Purpose. Establishes procedures and assigns responsibilities for the implementation and execution of the ASA II Child Passenger Safety Inspection Program (CPSIP).

3. Applicability. This SOP is applicable to all units, staff agencies, non-appropriated funded activities (NAF) and residents of Yongsan and Area II installations. For the purpose of this SOP, any reference to Yongsan includes CP Coiner, Sobinggo, South Post, Main Post, CP KIM, TMP, AAFES, Commissary, United Nations Compound, Religious Retreat Center, FED Compound, and Hannam Village.

4. General.

a. This SOP implements the ASA II CPSIP at the Yongsan Army Garrison's Main Fire Station, Bldg. 4203. The primary organization responsible for the inspection of car safety seats will be the ASA II, Directorate of Public Works (DPW), Fire and Emergency Services Division (F&ESD).

b. The ASA II, DPW, F&ESD is the proponent for this plan and has supervisory responsibility for child car seat safety and restraining device inspections. The ASA II CPSIP is offered as a courtesy service for Area II residents. In addition, all units, staff agencies, NAF activities, and Area II residents share responsibility for support of this plan at their level.

5. Commander's Intent. It is the intent of the Area II Support Activity Commander to maximize traffic safety while simultaneously minimizing the traffic danger for all child passengers within Area II. As part of this initiative, the ASA II Commander has established a child passenger safety inspection program. The ASA II, DPW, Fire and Emergency Services Division (F&ESD), headquartered at the Yongsan Main Fire Station Bldg. 4203, will be the lead organization for this program. All available resources, inspection procedures, and safety guidelines will be used to implement this plan. The success and effectiveness of the ASA II CPS IP requires all residents within Area II to be actively involved.

6. Responsibilities.

a. It is the motor vehicle operator's responsibility to properly restrain children while the vehicle is in motion. Joint Army Regulation 190-5, chap. 5, table 5-2 states, "Violation: Failure to properly restrain children in a child restraint system while moving (when the child is 4-years of age or younger or the weight of the child does not exceed 45 pounds)." Under normal conditions, Government Owned Vehicles (GOV) should not be used for transporting children; an exception to this policy is for official government business or emergency conditions.

b. Owners and operators of Privately Owned Vehicles (POV) are responsible for installing the appropriate child restraining systems in their POV's. The POV owner or operator must install the appropriate child restraining system according to the manufacture's guidance, the vehicle's specifications, needs of the child, and applicable military, state, or federal laws. Specific guidance for the installation and inspection of child car seats and restraining devices can be found at the National Highway Traffic Safety Administration's Web site:
<http://www.nhtsa.dot.gov/>

c. The ASA II, DPW, F&ESD will be responsible for conducting safety inspections of installed child car seats or restraining devices. Child car seats and restraining device inspections will be conducted in accordance with manufacture's guidance and US Department of Transportation guidance on installation, inspection, and recall of child car seats and restraining devices. This service is provided to all Department of Defense employees within Area II.

d. The 94th Military Police Battalion will be responsible for enforcing the use of child restraining devices for all US Government owned/leased/operated vehicles and POV's operating on Area II installations.

e. Commander, Area II Support Activity will:

(1) Promote public awareness of the ASA II CPSIP, through weekly bulletins, AFN-Korea radio and television, Morning Calm newspaper, and the Area II Support Activity Occupational Safety and Health Council meetings.

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(2) Consult with the DPW ASA II, F&ESD, and 94th Military Police Battalion to determine ASA II ASA II CPSIP effectiveness.

f. The Area II PMO will:

(1) Enforce the use of child restraining devices when the child is 4-years of age or younger or the weight of the child does not exceed 45 pounds.

(2) Maintain statistics and data on child restraint traffic violations according to JAR 190-5, Motor Vehicle Traffic Supervision.

g. DPW, ASA II will:

(1) Perform as ASA II ASA II CPSIP liaison between the F&ESD and ASA II Support Activity Commander.

(2) Utilized available resources, manpower, and equipment to maximize the effectiveness of the ASA II CPSIP.

h. F&ESD, ASA II will:

(1) Conduct child car seat and restraining device inspections for Area II residents, according to Army and Department of Transportation safety guidelines.

(2) Ensure only trained and qualified fire fighters perform child car seat and restraining device inspections.

(3) Issue child car seat and restraining device inspection labels.

(4) Utilize available resources, manpower, and equipment to maximize the effectiveness of the ASA II CPSIP.

(5) Establish a safe child car seat and restraining device inspections area behind the main fire station.

(6) During inclement weather, establish an alternate inspection area in the fire station's vehicle stalls.

(7) Provided a child car seat and restraining device inspection waiting area in the fire station's training room.

i. Safety, ASA II will provide child car seat and restraining device safety guidance and resource support to the ASA II, F&ESD personnel and volunteers.

j. ASA II Public Affairs Office (PAO) will periodically publish child car seat and restraining device periodicals in the Morning Calm weekly newspaper and Commander's Access Channel (CAC).

7. Procedures.

a. Child passenger Safety Inspection Procedures. Two separate child car seat and restraining device inspections are required. The first inspection is conducted to ensure the child car seat or restraining device is of the correct type and installed properly (without child). The second inspection is conducted to ensure the child car seat or restraining device meets the needs of the child and fits properly (with child). Both inspections can be conducted concurrently or separately. HOWEVER, a child car seat and restraining device inspection label will not be issued by the fire department, until both a child car seat and restraining device installation and fit inspection are passed.

b. Part 1- Child Car Seat and Restraining Device Installation Inspection. The POV owner or operator has the responsibility for installing their child car seat or restraining device. However, once installed, the POV and child-restraining device can be brought to the Yongsan Main Fire Station, Bldg. 4203 for an inspection.

c. Part 2 - Child Car Seat and Restraining Device Fit Inspection. Once the child car seat or restraining device has passed an installation inspection, the child-restraining device must be inspected to ensure it meets the needs of the child.

d. Child car seat and restraining device installation and fit inspections will be conducted at the designated Area II Child Passenger Safety Station behind the Yongsan Main Fire Station, Bldg. 4203. Inspections will be conducted on Thursdays & Fridays, between 1300 - 1600 hrs, and Saturdays & Sundays, between 0900 – 1100 & 1300 - 1500 hrs. To schedule an inspection, Area II residents will have to call 738-5200 from on-post and 0505-738-5200 when dialing from off-post.

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8. Address questions and comments about this SOP to Fire and Emergency Services Division, ASA II, at 738-5200/5096.



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Commanding

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AR 190-5, Table 5-2

Types of Child Safety Seats

One Minute Checklist

Proper Child Safety Seat Use Chart

NHTSA Dictionary of Child Safety Seats

Infant Child Seat Use and Installation Tips

Convertible Child Seat Use and Installation Tips

Forward-facing Only Child Seat Use and Installation Tips

Combination Child Seat Use and Installation Tips

Forward-facing Only Child Seat Use and Installation Tips

A Parent's Guide to Buying and Using Booster Seats

Lower Anchors and Tethers for Children (LATCH)

Proper Use of Seat Belts for Children

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